

## **Job Aid:**

### **Referrals to the District Attorney's Office**

Beginning September 17, 2012, all referrals made to the DA's office must be forwarded by email *only* and in the following format.

1. Put one of the following in the subject line of the email. This will enable that office to prioritize the referrals.
  - Emergency Detention (including the one-page TPC and KIDSCARES)
  - Pick-Up Order
  - Temporary Guardianship
  - Permanent Guardianship
  - Extension/Revision
  - TPR
  - Non-Emergency CHIPS
  - Informal Disposition Agreement
2. Additionally, if this is a case for Family Drug Treatment Court, also note that either in the body of the email or in the attachment.
3. Electronically attach to the email a copy of the referral.
4. Send the email to: [ChildWelfare.MilwReferrals@da.wi.gov](mailto:ChildWelfare.MilwReferrals@da.wi.gov)
5. Bring the original referral to court or send via inter-departmental mail to the DA's office; their staff will match the hard copy to the email and will process the referral.

Please contact the DA's office with any questions/concerns.